

AGENDA

Peoria-Pekin Urbanized Area Transportation Study (PPUATS)

Policy Committee

Wednesday, June 7, 2017 at 9:00 am

456 Fulton Street, Room 420

Peoria, IL 61602

Public Hearing for Public Participation Plan (PPP) Update

1. Call to Order
2. Roll Call
3. Public Comment
4. Approval of Minutes – May 3, 2017 Meeting
5. Chairman’s Report
6. Approval of New Member and Update to PPUATS Policy Bylaws – *Attachment*
7. Presentation of April Financial Report and Performance Report – *Memo*
8. Approval of FY18 PPUATS Joint Funding Agreement – *Attachment*
9. Approval of Agreement with GPMTD for FY 2018 Match – *Attachment*
10. Updates
 - a. FY17 Special Projects
 - b. STU Review Subcommittee
11. Other
 - a. Federal rescission of FY17 TAP funds
 - b. Next meeting scheduled for July 5, 2017
12. Adjournment

The MPO receives federal funding and may not discriminate against anyone on the basis of race, color, or national origin according to Title VI of the Civil Rights Act of 1964. For more information or to obtain a Title VI complaint form, call 309-673-9330.

Tri-County Regional Planning Commission strives to provide an environment welcoming to all persons regardless of physical or mental challenges, race, gender, or religion. Please call 309-673-9330 to request special accommodations at least two business days in advance.

MINUTES

Peoria-Pekin Urbanized Area Transportation Study (PPUATS)

Policy Committee

Wednesday, May 3, 2017 at 9:00 am

456 Fulton Street, Room 420

Peoria, IL 61602

1. Call to Order

Chairman Morris called the meeting to order at 9:10 am

2. Roll Call

Member	P	A	Member	P	A
Jim Miller, IDOT	x		Jim Ardis, City of Peoria		x
Terrisa Worsfold,* IDOT		x	Leon Ricca, Bartonville		x
Tom O'Neill, Peoria County	x		Brian Fengel,* Bartonville	excused	
Stephen Morris, Peoria County	x		James Dillon, West Peoria		x
Greg Sinn, Tazewell County	x		Kinga Krider, West Peoria	x	
Mike Harris, Tazewell County		x	Jeff Kauffman Village of Morton		x
Greg Menold*, Tazewell County	x		Ginger Herman,* Village of Morton		x
Doug Huser, Woodford Co.	x		Matt Fick Peoria Heights		x
Donald White, Chillicothe		x	Kyle Smith,* Peoria Heights		x
John McCabe, City of Pekin		x	Fred Lang, Creve Coeur		x
Dave Mingus, City of E. Peoria		x	Terry Keogel* Creve Coeur		x
Jeff Eder, City of E. Peoria		x	Gary Manier, Washington		x
Scott Reese, City of Peoria	x		Jim Culotta,* City of Washington	excused	
Patrick Urich, City Manager		x	Sharon McBride, CityLink	x	
Chris Setti, * City of Peoria		x	Doug Roelfs* CityLink	x	
Nick Stoffer,* City of Peoria			Antho Carson* City of Pekin		x
Ross Black,* City of Peoria	x				

*Alternate

Staff Present: Harms, Miller, Bruner, and Lees

3. Public Comment
Eric Miller introduced Mike Hinrichsen, the newly-elected mayor of Germantown Hills. Miller indicated at the Village of Germantown Hills is interested in joining PPUATS.
4. Approval of Minutes –April 5, 2017 Meeting
O’Neill moved to approve the April 5, 2017 minutes and Roelfs seconded. Motion carried.
5. Chairman’s Report
Morris informed the committee that TCRPC approved a Memorandum of Understanding with PPUATS regarding MPO responsibilities, without Point No.5 of the originally-developed MOU. Morris indicated that he will reach out to the Commission to resolve the issue.
6. Presentation of March Financial Report and Performance Report – *Memo*
Harms reported the total budget for FY17 is \$966,030. This includes the FY17 budget of \$783,015 plus the carryover of \$183,015. As of the end of March 2017, PPUATS has expended approximately 52% of its total budget.
7. Approval of Final FY 2018 Unified Work Program
Sinn moved to approve the Final FY 2018 Unified work Program and Menold seconded. Motion carried. Miller asked Bruce Carmitchel if budget is not passed how it will be paid since it is Federal mandated. Carmitchel said it is still in discussion.
Miller thanked Carmitchel for helping with our needs in respect to state budget issues.
8. Approval of FY17 PPUATS Joint Funding Agreement – *Handout*-
O’Neill moved to defer to June 7 meeting and McBride seconded. Motion carried.
9. Approval of Agreement with GPMTD for FY17 Match –*Handout-Defer to next month*
O’Neill moved to defer to June 7 meeting and McBride seconded. Motion carried.
Morris said he will go to Full Commission meeting and ask what they want regarding the MOU.
10. Approval of BikeConnect HOI, Heart of Illinois Regional Bicycle Plan
McBride moved to approve BikeConnect HOI, Heart of Illinois Regional Bicycle Plan and Stoffer seconded. Motion carried.
Harms briefly explained the scope and process of the Regional Bicycle Plan. Groups and individuals representing many sectors took part in the over year-long planning process. The plan seeks to identify potential bicycle connections between communities and make the region more bicycle friendly.
Harms thanked all involved in the process and recognized the efforts of Nick Hayward, who led most of the Bike Plan process.
11. TIP Amendment – Peoria County Kickapoo-Edwards Road Safety Improvements – *Attachment*
O’Neill moved to approve TIP Amendment- Peoria County Kickapoo-Edwards Road Safety Improvements and Reese seconded. Motion carried.
Harms explained that Peoria County was awarded HSIP funds to improve Kickapoo-Edwards Road.
12. Announcement – FY 2018 Special Projects Program

Harms announced that \$90,000 of FY18 PL-FTA funds are being set aside for special transportation planning projects in the region. A call for projects will be issued soon. Harms invited interested parties to coordinate with their Technical Committee counterparts and contact him if they have questions.

13. Updates
 - a. FY17 Special Projects
Harms updated the committee on progress for the East Peoria Four Corners Parking and Traffic Study, Tazewell County Non-Motorized Transportation Plan, and the Greater Peoria Multimodal Freight Growth Study.
14. Other
 - a. Next meeting scheduled for June 7, 2017-ok
15. Adjournment-no motion

Submitted by:
Eric Miller
Executive Director
Recorded and transcribed by: Debbie Ulrich

DRAFT

BYLAWS – Adopted June 7, 2017

PEORIA/PEKIN URBANIZED AREA TRANSPORTATION STUDY (PPUATS)

POLICY COMMITTEE

ARTICLE I (Statement of Purpose)

The Policy Committee of the Peoria/Pekin Urbanized Area Transportation Study (PPUATS) was established as the result of the 1962 Federal-Aid Highway Act which created the continuing, comprehensive and cooperative planning process within the Peoria/Pekin Urbanized Area. To accomplish the continuing comprehensive and cooperative (3-C) process, the Policy Committee is responsible for transportation planning matters; such as, but not limited to, the preparation and adoption of the long range and short range transportation plans, the Transportation System Management Plan, directing the transportation planning activities in the urbanized area and adopting and implementing any other necessary plans to meet federal guidelines for urbanized area.

The Policy Committee has entered into working agreements with the Governor (through the Illinois Department of Transportation), Tri-County Regional Planning Commission (the designated MPO) and the transit operators within the area. These working agreements (Joint Resolution and Comprehensive Agreement) also recognize that the transportation planning responsibility be with the PPUATS Policy Committee.

ARTICLE II (Membership)

It is the intent of the process to have the chief elected, appointed or administrative officials from eligible units of local government serve as representatives and to thereby decide transportation policy issues. In cases where it is not possible for the chief elected, appointed or administrative official to personally participate, an alternate representative can be appointed. If an alternate is appointed, such alternate has the full responsibility and power of the representative.

A. Membership

Membership on the Policy Committee shall include counties, cities and villages located within the Peoria/Pekin Urbanized Area that have executed their Memorandum of Understanding for the Continuing Transportation Planning Process. In addition, the Greater Peoria Mass Transit District (CityLink) and the Illinois Department of Transportation District 4 shall be members of the Policy Committee.

In order for the MPO to receive federal transportation planning funds, local communities must pay a 20% match. This match shall be covered by those communities represented on the PPUATS Policy Committee. Each year, the Greater Peoria Mass Transit District shall pay \$3,800 of that match. The remainder shall be paid by the member counties and municipalities. The amount each pays will be based on its share of the State's Motor Fuel Tax Allotment. Each will pay the same proportion of the remaining match as the proportion of Motor Fuel Tax Allotment (the total of all member communities' allotments) received.

A county or municipality may hold membership on the PPUATS Policy Committee if it has signed its Memorandum of Understanding and paid its portion of the match for federal transportation funding and:

1. In the case of counties, membership is limited to those that are at least partially contained within the MPO's long range planning boundary.
2. In the case of municipalities, membership is limited to those that are at least partially located within the MPO's urbanized area boundary.

B. Appointment of Representatives

The chief elected, appointed or administrative official of each member is designated as the Policy Committee representative and may appoint other representatives if the member has more than one representative.

C. Terms of Office

Policy Committee representatives and their alternates shall serve at the discretion of the appointing authority. Such appointments shall be in writing to the Committee Chair. There is no limitation for a representative's term as long the community represented has signed its Memorandum of Understanding and paid its portion of the federal transportation funding match.

D. Alternate Representatives

Members designated in "A" above, may appoint an alternative representative provided that:

1. Such appointment is submitted in writing with the name of the alternate and the time period of such appointment.
2. If the alternative attends with the representative, the alternate may sit at the table and participate in discussion; however, an alternate may not make motions or vote.

Hereafter in the Bylaws, the word “representative” means either representative or alternate as defined above.

ARTICLE III (Officers)

The officers of the Committee shall be a Chair, Vice-Chair and Secretary. The Secretary shall be a staff person as designated by the Executive Director of the MPO. The Chair will appoint representatives to all Ad-Hoc and Advisory Sub-Committees. If at any time, a change in the good standing status of such officer occurs, such officer forfeits the office.

ARTICLE IV (Elections)

The Chair and the Vice-Chair shall be elected from the representatives in good standing for a two year term beginning July 1, 1981. The Chair shall appoint a Nominating Committee to make nominations for these elections.

ARTICLE V (Meetings)

It is the intent that the Committee meet as needed. The policy on meetings is:

- A. There shall be an ESTABLISHED monthly meeting place, date and time for the Policy Committee.
- B. At a minimum the Policy Committee shall meet on a quarterly basis.
- C. Notices of all meetings are to include an agenda and shall be made by the Secretary to all members and as prescribed by law.
- D. Meetings shall not be held in conjunction with other PPUATS committee meetings unless necessitated by extenuating circumstances.
- E. A quorum for any meeting is a majority of the representatives.
- F. When the Chair is not present, the Vice Chair shall serve as Acting Chair for the meeting.
- G. When a quorum is not present only informational items may be discussed and no votes may be taken.
- H. Rules of Order. The Committee shall be governed by Roberts' Rules of Order, latest edition.

ARTICLE VI (Voting)

- A. Each member in good standing (i.e. represented unit of government having paid current assessment for transportation planning activities) has at least one representative.

The following are the representatives on the PPUATS Policy Committee:

- Peoria County (2 representatives)
- Tazewell County (2 representatives)
- Woodford County (1 representative)
- City of Peoria (3 representatives)
- City of Pekin (1 representative)
- City of East Peoria (1 representative)
- Village of Morton (1 representative)
- City of Washington (1 representative)
- Village of Bartonville (1 representative)
- Village of Creve Coeur (1 representative)
- City of Peoria Heights (1 representative)
- City of West Peoria (1 representative)
- City of Chillicothe (1 representative)
- Village of Germantown Hills (1 representative)

- Illinois Department of Transportation-District 4 (1 representative)
- Greater Peoria Mass Transit District (1 representative)

The number of representatives for each member shall be determined by dividing the amount of Motor Fuel Tax (MFT) received by all members by the number of members to determine an average MFT amount. Each member’s MFT is then divided by the average. The result is rounded down to the nearest whole number, which is that member’s number of representatives. However, no member shall have less than one representative.

- B. Each representative shall cast one vote. All votes shall be in person.
- C. Voting shall be by voice vote, or roll call if called for by a representative. A record of the vote shall be kept as part of the minutes.
- D. The Policy Committee shall vote on all recommendations presented by the Technical Committee. A simple majority is required to approve all Technical Committee recommendations.
- E. When a motion has been adopted, it can be reconsidered if called for by a representative who voted in the affirmative on the original question. A motion to reconsider a previous motion requires only a majority vote to approve. If approved, the original question can be discussed and a change or new motion can be adopted by a two-thirds (2/3) affirmative vote of the representatives present or in the alternative, it can be added to the agenda for the next meeting for consideration and vote. If a new motion or change fails to obtain such a 2/3 affirmative vote, then the original motion remains valid.

ARTICLE VII (Committees)

As part of the agreement between the PPUATS Policy Committee and the Commission, a Technical Committee has been established. As a further organizational refinement to effectively plan for and coordinate specialized transportation services, the Policy Committee may from time to time establish Ad-Hoc or Advisory Sub-Committees to make recommendations to the PPUATS structure. It is the intent of this Article to establish the purpose and membership of each Committee. It is the responsibility of each Committee to adopt bylaws consistent with the PPUATS Policy Committee Bylaws.

A. Technical Committee

The purpose of the Technical Committee is to provide transportation expertise to the process and to prepare, review, and recommend actions to the Policy Committee.

B. Advisory and Ad-Hoc Sub-Committees

Advisory and Ad-Hoc Sub-committees will be used as deemed necessary by the PPUATS Policy Committee.

ARTICLE VIII (Records)

A. Minutes of all meetings shall be maintained by the Secretary and distributed to all members prior to the next regularly scheduled meeting.

B. The Secretary shall maintain the official records and permanent files of the Committee.

ARTICLE IX (Amendment to Bylaws)

The Bylaws shall be reviewed at least once every ten years, upon receipt of the most current decennial census.

Amendments may be made to these Bylaws at any legally called meeting where a quorum is present. Such Amendments proposed to be considered at a meeting shall have been included as an agenda item in the notice of meeting. A 2/3 vote is required to amend the Bylaws.



MEMORANDUM

TO: PPUATS Policy Committee
FROM: Staff
SUBJECT: April 2017 Financial Report and Performance Report
DATE: June 7, 2017

Action needed by Policy Committee:

Receive and file the April 2017 Financial Report and Performance Report.

Background:

The total budget for FY17 is \$966,030. This includes the FY17 budget of \$783,015 plus the carryover of \$183,015. As of the end of April 2017, PPUATS has expended approximately 58% of its total budget.

FY17 and FY16 Carryover PL/FTA Budget – April 2017

	FY17 + FY16 CARRYOVER	Apr-17	YTD	% USED YTD	REMAINING
Salaries	\$356,497	\$19,892	\$207,508	58%	\$148,989
Fringe Benefits	\$105,152	\$6,013	\$62,729	60%	\$42,423
TOTAL SALARIES	\$461,649	\$25,906	\$270,238	59%	\$191,411
INDIRECT COSTS	\$250,978	\$14,326	\$149,441	60%	\$101,537
Direct Costs					
Travel/Training/Conferences	\$12,977	\$18	\$4,604	35%	\$8,373
APWA Conference	\$7,500				\$7,500
Computer Hardware & Software	\$54,820	\$0	\$30,168	55%	\$24,652
Contractual (Consultants)	\$15,000				\$15,000
Contractual - Special Projects	\$132,483	\$19,488	\$80,329	61%	\$52,154
Audit	\$33,000		\$21,000	64%	\$12,000
Misc (Legal Notices, Printing)	-\$111	\$0	\$464		-\$575
Retroactive Pay	-\$2,266		\$2,500		-\$4,766
TOTAL DIRECT COSTS	\$253,403	\$19,506	\$139,065	55%	\$114,338
TOTAL	\$966,030	\$59,738	\$558,744	58%	\$407,286

PPUATS MONTHLY PERFORMANCE REPORT

April 2017

Management and Administration

- Hosted PPUATS Policy and Technical meetings
- Prepared financial records and developed drawdown request for IDOT funds
- Attended Peoria Chamber Transportation Committee meeting
- Attended Pekin Chamber Transportation Committee meeting
- Participated in monthly conference call of statewide HSTP Coordinators
- Attended CityLink Board meeting
- Participated in CityLink ADA Committee
- Processed amendments to FY2017-2020 TIP upon PPUATS approval
- Completed FY18 UWP and received approval from PPUATS Policy Committee
- Developed FY 2017 update to Public Participation Plan (PPP)
- Developed FY2018 Joint Funding Agreement and GPMTD Match Agreement

Data Development and Maintenance

- Continued to maintain GIS system for the region
- Responded to technical assistance requests for GIS

Long Range Planning

- Completed Regional Bike Plan process and received approval from PPUATS Policy
- Prepared for FY21/22 STU project prioritization by STU Review Committee
- Conducted second round of STU project presentations

Short Range Planning

- Monitored progress of FY16 Special Projects – All are complete
- Monitored progress of FY17 Special Projects funds
- Continued to oversee development of Greater Peoria Multimodal Freight Growth Study

**RESOLUTION
FY18 JOINT FUNDING AGREEMENT**

**A RESOLUTION OF THE TRI-COUNTY REGIONAL COMMISSION AND THE PEORIA/PEKIN
URBANIZED TRANSPORTATION STUDY TO ESTABLISH THE LOCAL MATCH REQUIRED FOR
FEDERAL FUNDING FROM THE UNITED STATES DEPARTMENT OF TRANSPORTATION**

WHEREAS, the Tri-County Regional Planning Commission, hereafter referred to as the Commission, was named the Metropolitan Planning Organization for the Peoria-Pekin Urbanized Area by the Governor of Illinois, and

WHEREAS, the Peoria-Pekin Urbanized Transportation Study (PPUATS) Policy Committee is recognized as the functioning MPO for the Peoria-Pekin Urbanized Area, and

WHEREAS, for FY 2018, the Commission/MPO is eligible to receive \$630,289 in federal transportation planning funds from the U.S. Department of Transportation, and

WHEREAS, the federal funds require a 20% local match, or \$157,572, and

WHEREAS, the local match for FY 2018 will be provided by each of the participating agencies noted herein by the contributing percentage of MFT funds each such agency received in Calendar Year 2016. In addition, the Greater Peoria Mass Transit District (CityLink) will contribute to the match, as follows:

Program Year FY18			
PPUATS Community	2016 MFT Allotment	2016 %	FY2018 Match
Peoria County	\$ 2,463,054.31	22.31%	\$ 35,153.64
Tazewell County	\$ 1,958,163.59	17.74%	\$ 27,947.65
Woodford County	\$ 632,790.99	5.73%	\$ 9,031.43
City of Peoria	\$ 2,914,881.67	26.40%	\$ 41,602.29
City of Pekin	\$ 864,121.10	7.83%	\$ 12,333.06
City of East Peoria	\$ 593,129.63	5.37%	\$ 8,465.37
City of Washington	\$ 383,575.09	3.47%	\$ 5,474.53
Village of Bartonville	\$ 164,009.15	1.49%	\$ 2,340.80
Village of West Peoria	\$ 118,083.55	1.07%	\$ 1,685.33
Village of Morton	\$ 412,291.25	3.73%	\$ 5,884.38
Village of Peoria Heights	\$ 156,025.38	1.41%	\$ 2,226.85
Village of Creve Coeur	\$ 138,156.98	1.25%	\$ 1,971.83
City of Chillicothe	\$ 154,530.02	1.40%	\$ 2,205.51
Village of Germantown Hills	\$ 87,533.66	0.79%	\$ 1,249.31
Subtotal	\$ 11,040,346.37	100.00%	\$ 157,572.00
CityLink			\$ 3,800.00
TOTAL MATCH			\$ 161,372.00

NOW THEREFORE BE IT RESOLVED, that the Tri-County Regional Planning Commission and the Peoria/Pekin Urbanized Area Transportation Study (PPUATS) hereby approve and adopt the above-mentioned funding agreement for federal transportation matching funds for FY 2018.

Stephen Van Winkle, Chair
Tri-County Regional Planning Commission

Stephen Morris, Chair
PPUATS Policy Committee

ATTEST:

Eric Miller, Executive Director
Tri-County Regional Planning Commission

AN AGREEMENT

PROVIDING FOR A CONTINUING COMPREHENSIVE TRANSPORTATION PLANNING PROCESS IN PEORIA-PEKIN URBANIZED AREA, ILLINOIS

This agreement is entered into this 1st day of July, A.D. 2017, by and between the Peoria-Pekin Urbanized Area Transportation Study Policy Committee, hereinafter called PPUATS, and the Greater Peoria Mass Transit District, hereinafter called the GPMTD, for Fiscal Year 2018, in the amount of \$3,800.00.

WITNESSTH:

WHEREAS, PPUATS and GPMTD desire to formalize a framework for a continuing transportation planning process in the Peoria-Pekin Urbanized Area that reflects current legislative guidelines; and

WHEREAS, PPUATS and GPMTD desire to continue the comprehensive transportation planning process in Peoria-Pekin Urban Area, as governed by the Peoria-Pekin Urbanized Area Transportation Study (PPUATS) Policy Committee; and

WHEREAS, PPUATS and GPMTD recognize the necessity of maintaining a current agreement that reflects the provisions of the *Fixing America's Surface Transportation Act (FAST Act)* as a basis for furtherance of the continuous comprehensive transportation planning process; and

WHEREAS, a Unified Planning Work Program in accordance with requirements of the aforementioned Act and the local needs has been prepared for the Peoria-Pekin area; and

WHEREAS, the Policy and Technical Committees of the Peoria-Pekin Urbanized Area Transportation Study review and approve the planning program and the division of work responsibility on an annual basis;

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties hereto agree as follow:

1. PPUATS shall perform and carry out a continuing, cooperation, comprehensive area wide transportation planning process for the Peoria-Pekin Urbanized Area in accordance with requirements of the *Fixing America's Surface Transportation Act (FAST Act)* with the cooperation and assistance of the Peoria-Pekin Urbanized Area Transportation Study.
2. PPUATS and GPMTD agree to perform or have performed the respective work responsibilities as set forth in the approved annual Unified Planning Work Programs.
3. PPUATS and GPMTD agree that the GPMTD shall continue to participate in overall area wide transportation planning as a member of the Peoria-Pekin Urbanized Area Transportation Study Policy and Technical Committees.

4. The GPMTD shall remit \$3,800 to PPUATS by November 1, 2017.
5. This Agreement shall be binding upon and inure to the benefit of the parties hereto, their successors and assigns.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date hereinabove first written.

For PPUATS:

For GPMTD:

Chairman, PPUATS Policy Committee

Chairman, Board of Trustees

Date

Date